AppleWorks

ICT Training

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# Job Aid

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## Contents


| | |
|---|---|
| Appleworks introduction | 1 |
| AppleWorks menus | 6 |
| Word Processing | 8 |
| Activity 1: Word Processing | 9 |
| Painting | 13 |
| Activity 2: | 17 |
| Drawing | 20 |
| Activity 3: Drawing a & b | 22 |
| Spreadsheet | 27 |
| Activity 4: Spreadsheet | 34 |
| Database | 35 |
| Presentation | 41 |
| Activity 5: Presentation | 46 |
| Appendix: Newsletter | 47 |
| Trainer Notes | 49 |


## AppleWorks 6.0 introduction

AppleWorks is six applications in one:

- Word Processing
- Drawing
- Painting
- Spreadsheet
- Database
- and Presentation

The six applications are designed to be used either individually or in combination. For example you can create a drawing with Draw and cut and paste the image into a Word Processing file.

AppleWorks can be an effective classroom tool by providing both educators and students with the means to create and present ideas, information, collaborative work, and projects, such as science reports, invitation cards, flyers, banners, resumes, newsletters, etc...

## Workshop objectives

This workshop is designed to introduce you to AppleWorks software. The activities have been developed for you to use as aids for training.

Most probably you will be training people with various levels of computer skills. Obviously, you will know your learners' capabilities and be able to develop workshops that reflect their skills and abilities.

CSLP

## Structure of this workshop

The structure of this workshop is to introduce each application individually where you will have the opportunity to accomplish an activity.

All the activities will be combined to create two items: a Newsletter and later in the workshop a Presentation. Activity topic - Selling Candies for an Annual Fundraiser.

## Opening and starting AppleWorks

On your Mac desktop locate the AppleWorks icon

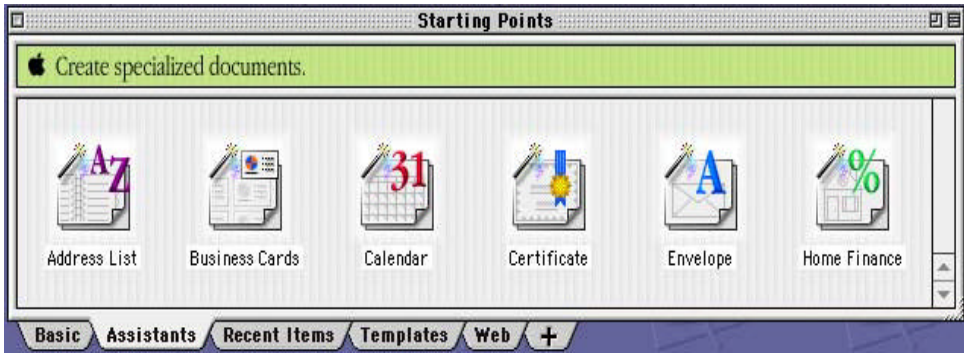
Double-click on the icon. This will open the software and give you access to the six applications that make up AppleWorks.

↑

Along the bottom of the 'Starting Points' window you will notice a number of tabs, 'Basic', 'Assistants', etc… Select 'Assistants 'by clicking on the tab once.

## Assistants

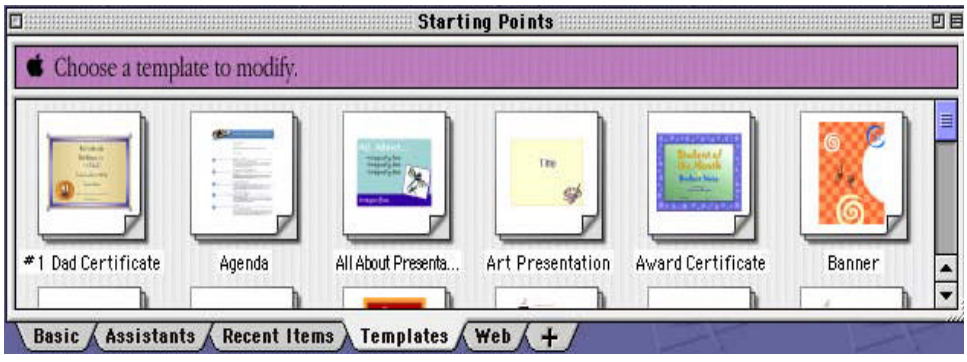
Assistants are designed to help you create specialized documents such as Address Lists, Business Cards, etc… These documents are set up with directions and templates to guide you through the process. To access one of the specialized documents click on it.




## Templates

Templates are graphics and designs already set up for you to use. To access a template click on it. When the template you have selected appears you can modify it to suit your needs.

To go back to the six applications 'Starting Points' window click on the 'Basic' tab.



## Opening the first application (Word Processing)

To open the first application click on the Word Processing icon once.

## Structure of the software

(Applies to all six applications)

### Menu bar

Contains commands that you can use to perform tasks in AppleWorks. The menus in the menu bar change depending on the type of document you are working with.

### Toolbars

Toolbars for each application provide different tools. To find out what an item does on a toolbar move your mouse arrow over the item. A bubble will appear with text describing the item. To activate an item click on it once.

### Document type designation

To help you to remember what kind of document you are working in, AppleWorks adds a two letter document type designation in the window title bar.

- WP for Word processing,
- SS for spreadsheet,
- DB for data base,
- DR for drawing,
- PT for Painting
- and PR for presentation.

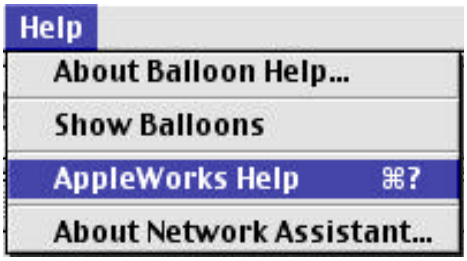
This designator is not saved as part of the filename when you save the document. It is merely there to show you which application you are working in.

### To quit AppleWorks

On the menu bar select 'File'. When the drop down menu appears, select 'Quit'.

# AppleWorks - help

Help is generic within AppleWorks and can be accessed from any of the applications.




## Accessing Help

1. Go to 'Help' on the menu bar.
2. Select 'AppleWorks Help'.

## How to use the help feature

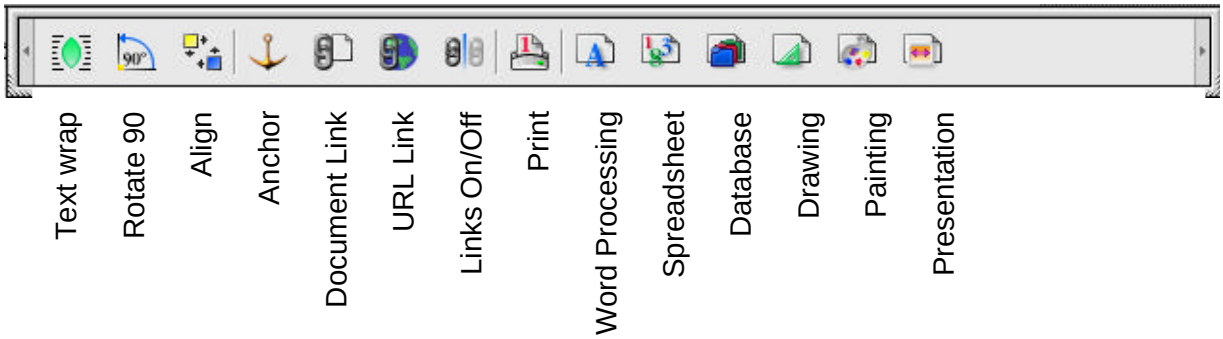
There are two ways to use the help feature.

1. You can either click on the 'index', which is on the left side.
   OR
2. You can type in a keyword in the 'search' box at the top of the help window. When the keyword is typed in press 'Enter'.

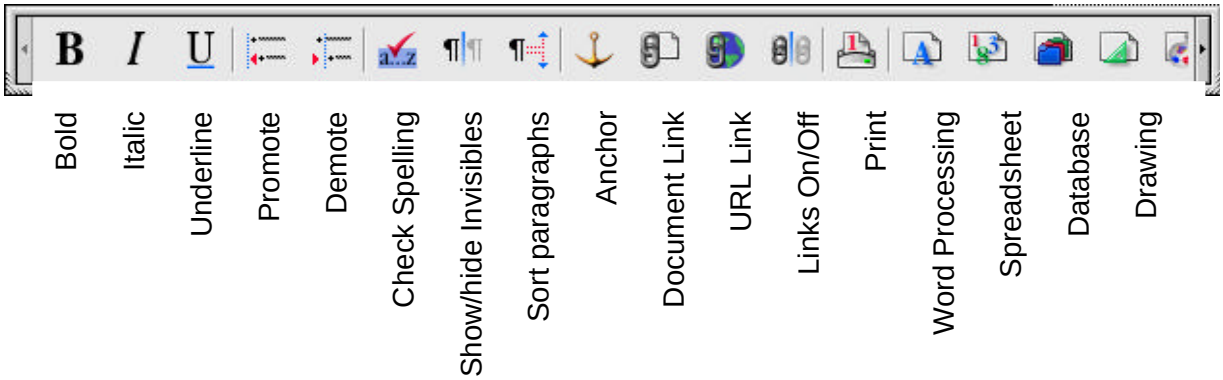
# AppleWorks menus

## Database menu

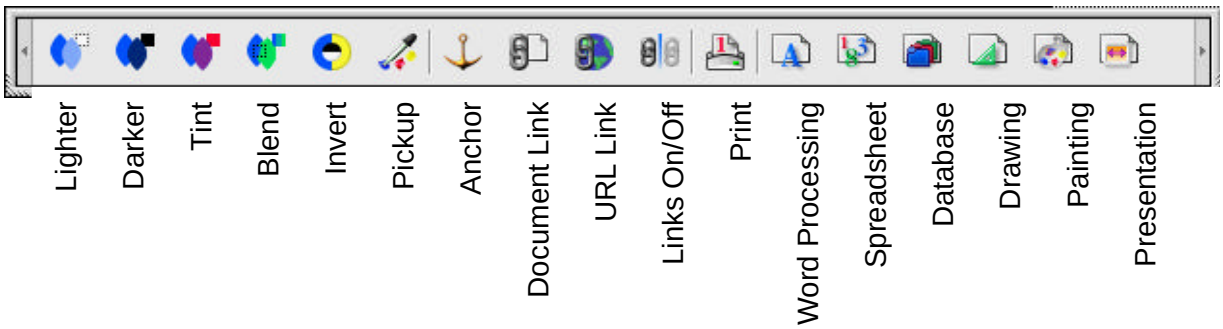
## Draw menu



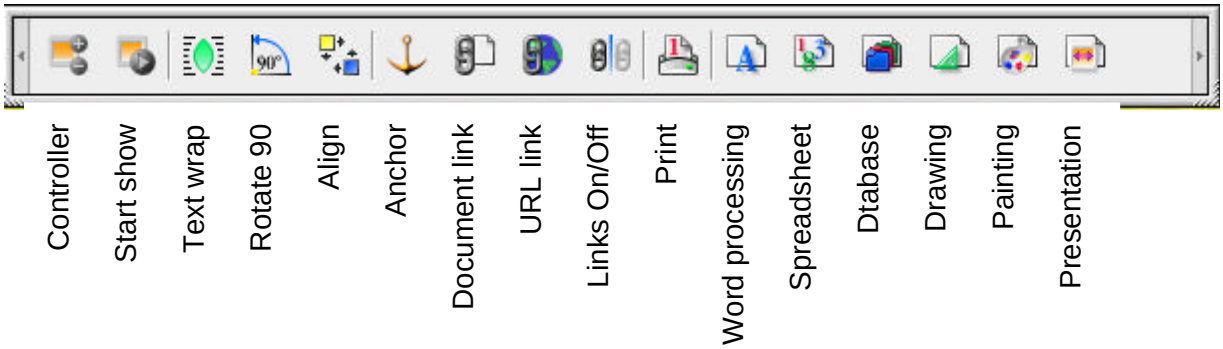

## Word Processing menu



## Painting menu




## Presentation menu



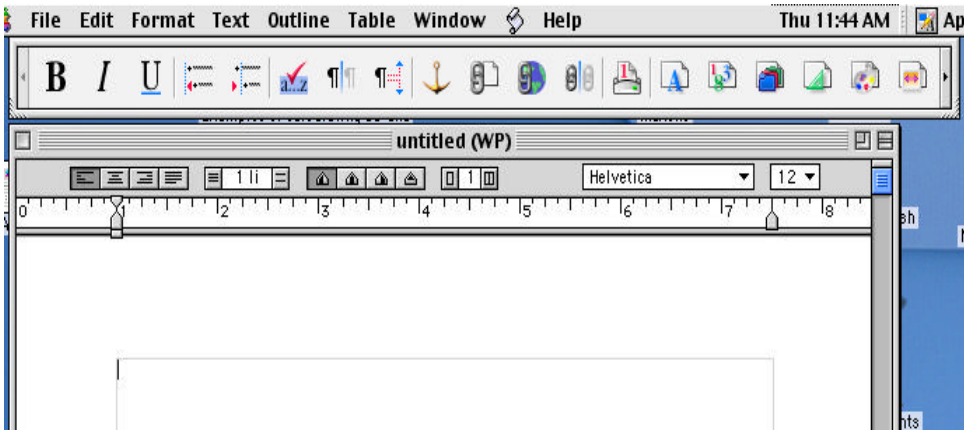

## Spreadsheet menu

## Contents


| | |
|---|---|
| Exploring Toolbars | 8 |
| Word Processing activity | 9 |
| Selecting clipart | 10 |
| Resizing clipart | 11 |
| Adding text | 11 |
| Adding bullets | 12 |


# Word Processing (WP)

AppleWorks provides basic word-processing features and also allows you to import items such as graphics, clipart, and images into your documents.

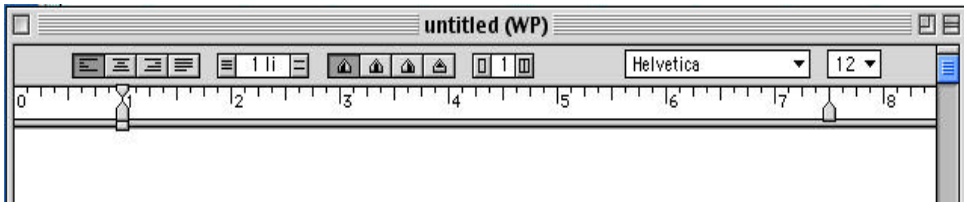



## Exploring the toolbars

Move your mouse arrow over the top toolbar starting at Continue to move the mouse arrow across the toolbar to see what each item does.

At the end of this toolbar there are icons for the other applications within AppleWorks. This will allow you direct access to the other applications.

The second toolbar does not show bubbles with text.



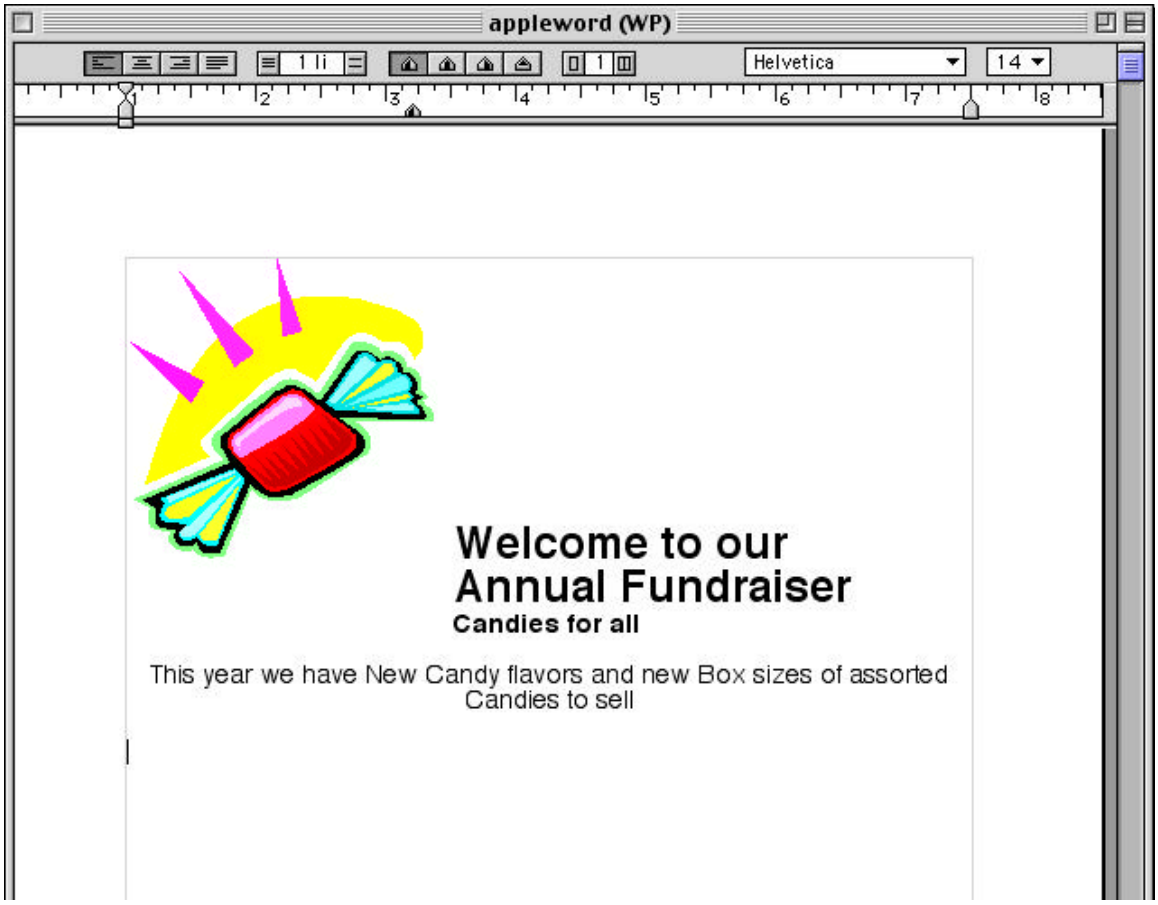

The items on this toolbar are:
1) alignment, 2) line space, 3) tabs, 4) columns, 5) fonts, and 6) font size

AppleWorks

Activity

## Activity 1: Word Processing

For this activity you will create the title section for your Newsletter (Later in the workshop you will be using this same title to create a slide for your presentation).



## Selecting Clipart

1. Go to 'File' on the menu bar, select 'Show Clippings'. The window titled 'Clippings' appears.

2. Beside 'Search' on the 'Clippings' window type in 'Candy'.
3. Click on the 'Search' button. This will prompt AppleWorks to search its clipart database for any candy related clipart.
4. Once the candy clipart appears, position the mouse on the clipart you have chosen.
5. Hold the mouse button down and drag the clipart to the Word Processing window.
6. When the clipart/mouse is on the Word Processing window release the mouse button. The clipart will appear where the cursor is positioned.

## Resizing clipart

1. Click once on the clipart to select it. A box will appear around the clipart.
2. Once selected position the mouse on the corner of the clipart. (The small square box refer to image below).

3. Hold the mouse button down and move the mouse. You are now able to resize the clipart.
4. Once the clipart is the size you want release the mouse button.

**Suggestion**: For this activity make the clipart smaller.

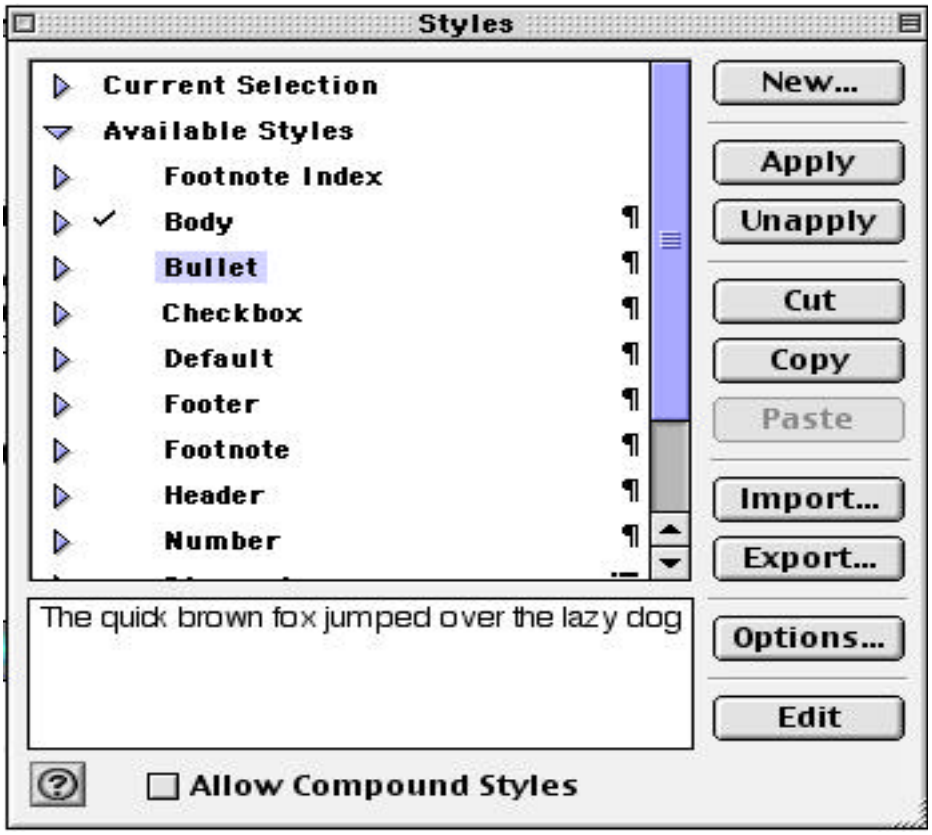
## Adding text

1. Type in 'Welcome to our Annual Fundraiser' and 'Candies for all'
2. Highlight the text, change the size, and make bold.
3. Underneath the title type in 'This year we have New Candy Flavours and New Box Sizes of assorted Candies to sell'.
4. Copy and paste the above sentence a couple of times (refer to Newsletter). You may type something original if you wish.

## Adding bullets

For a portion of the text you are going to add bullets.

1. Highlight the portion of the text you want to have bullets.
2. Go to 'Format' on the menu bar, select 'Show Styles'. The window titled 'Styles' appears.




3. Select 'Bullet' by clicking on it once.
4. Select 'Apply'. Bullets appear with the highlighted text.

### IMPORTANT - Save the File

1. Go to 'File', select 'Save As'.
2. Name the file – Appleword.

You will be pasting/importing items from other applications into this document.

## Contents


Exploring the tool bars 14

Exploring the accents colour pad 14

Select colour, pattern or texture 15

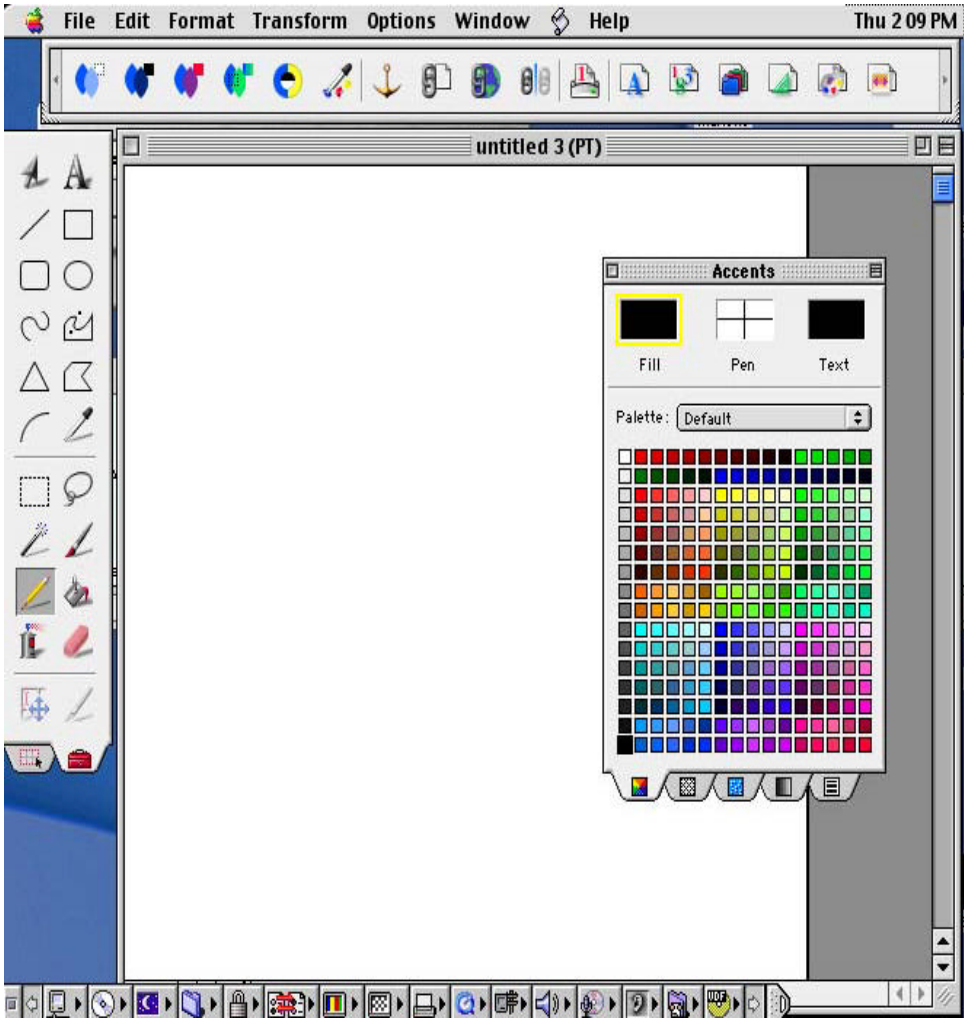
Painting vs. Drawing 15

Painting Activity 17


# Painting (PT)

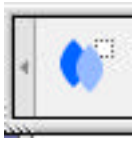
To access Painting, click on the 'Painting' icon on the top toolbar.

With AppleWorks Paint you can create images, use scanned photographs, or digital images. You can apply special effects to images such as blending, tinting, lightening and darkening. You can also create illustrations with special colours and effects.



## Exploring the toolbars

As in the Word Processing exercise move your mouse arrow over the first icon on the top toolbar.



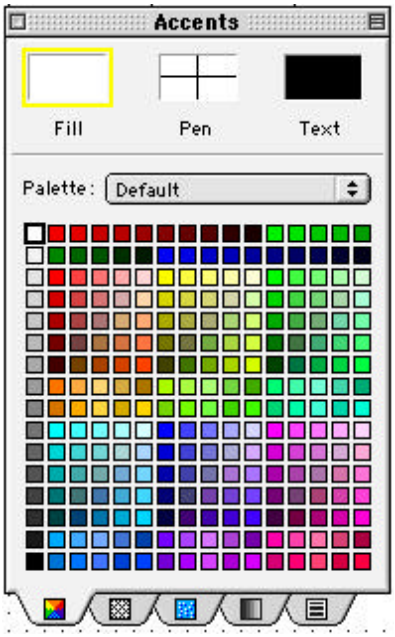
Continue to move across to see what each icon does. Do the same with the side toolbar, which is on the left side of the screen.

If the side toolbar is not showing tools, rectangle, triangle, pencil, etc… click on the toolbox tab symbol on the bottom of side toolbar.

All tool bars have bubble explanations except the Accents Colour Pad.

## Exploring the accents colour pad

The accents colour pad is a fun tool that allows you to add colour, patterns or texture to the images you create.




Texture ➔

## To select a colour

Fill Box – Upper left-hand corner of the 'accents colour pad'. Fills an image with colour.

1. Select 'Fill' box by clicking on it once.
2. Click on any colour on the pad.
3. The colour appears in the 'Fill' box.

Text Box – Upper right-hand corner of the 'accents colour pad'. Effects the colour of text.

1. Select 'Text' box by clicking on it once.
2. Click on any colour on the pad.
3. The colour appears in the 'Text' box.

## To select a pattern or texture

You will notice on the bottom of the 'accents colour pad' there are a series of taps that have small squares on them.

1. Click on one of the taps. The Accents Colour Pad will change to either patterns or textures.
2. Select the 'Fill' box.
3. Click on the pattern or texture you want. The pattern or texture appears in the 'Fill' box

## When to paint instead of draw: Choosing the right application for the job

(From AppleWorks web site)

### Painting is better than drawing when:

- You want to use the Painting tools, such as the paintbrush and spray can, in addition to the drawing tools
- You want to apply special effects to your images, such as blending colours, tinting and lightening or darkening.
- You want to insert a picture of a graphic and use the painting tools and features to alter it.
- You want to create freehand images that are more complex than simple shapes and lines
- You do not need to easily reselect and manipulate items (everything added to a painting becomes part of the overall canvas and is not easily selected and manipulated as in a drawing)
- You do not need to rearrange layers of items (you cannot move layered items forward or backward in a painting, but you can in a drawing.

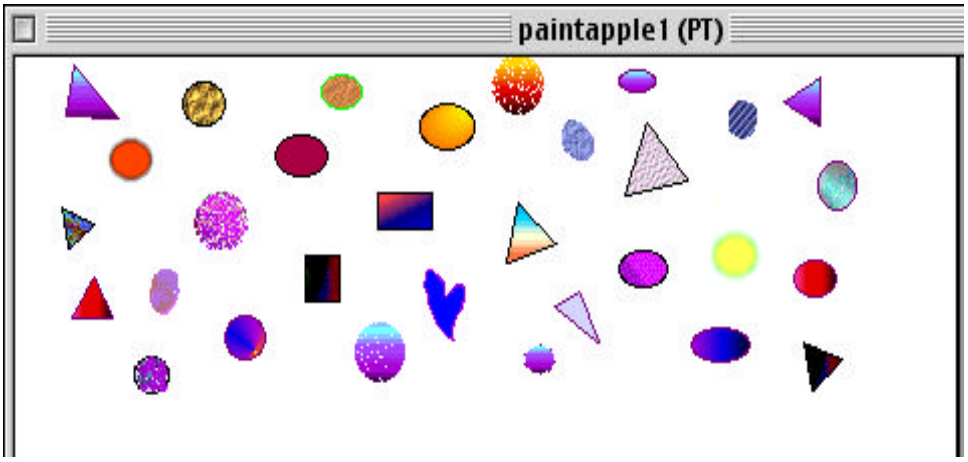
As in a drawing, you can also add text to a painting.

AppleWorks

Activity

## Activity 2: Painting

For this activity you will create the candy that will appear in your newsletter. Toxic colours are a must.




### Create Shapes with Colour, Patterns or Texture

1. Select a colour, pattern or texture (refer to Exploring accents colour pad).
2. From the side tool bar chose a shape (for example triangle).
3. Position the mouse where you want the shape to appear.
4. Hold the mouse button down and move the mouse to create the shape size you want.
5. When the shape is the size you want release the mouse button.

Experiment by selecting different shapes, colours, patterns and textures.

## Create freehand shapes

1. Select a colour, pattern or texture.
2. Select a tool (for example pencil on the side toolbar).
3. Draw your shape.

## Select an image / item

The 'select' feature in Painting is the dash-lined box on the side toolbar.

1. Click on the 'Select' feature on the side toolbar.
2. Position the mouse on the upper left-hand corner of the image you want to select.
3. Hold the mouse button down and move the mouse. A dash-lined box appears.
4. Continue to move the mouse until the entire image is within the dash-lined box.
5. Release the mouse button.

## Lighter, darker, tint and blend features (on top toolbar)

In order to use these features you must select the item you want to modify. (Refer to Select an image/item).

1. Select the image or item.
2. Click on the effect feature you want to use.

## Oops a mistake

If you make a mistake (go over the edge) you can click on the 'eraser' (side toolbar) and erase your mistake.

Or

Go to 'Edit', select 'Undo' (this feature appears in all sixapplications).

## IMPORTANT - save the file

1. Go to 'File', select 'Save As'.
2. Name the file – Applepaint.

You are now ready to copy your Painting image into Drawing. It is in Drawing where you will add text to this image.

## Copy image

1. Select the entire Painting image (refer to Select an image/item)
2. Go to 'Edit', select 'Copy'.

**Contents**

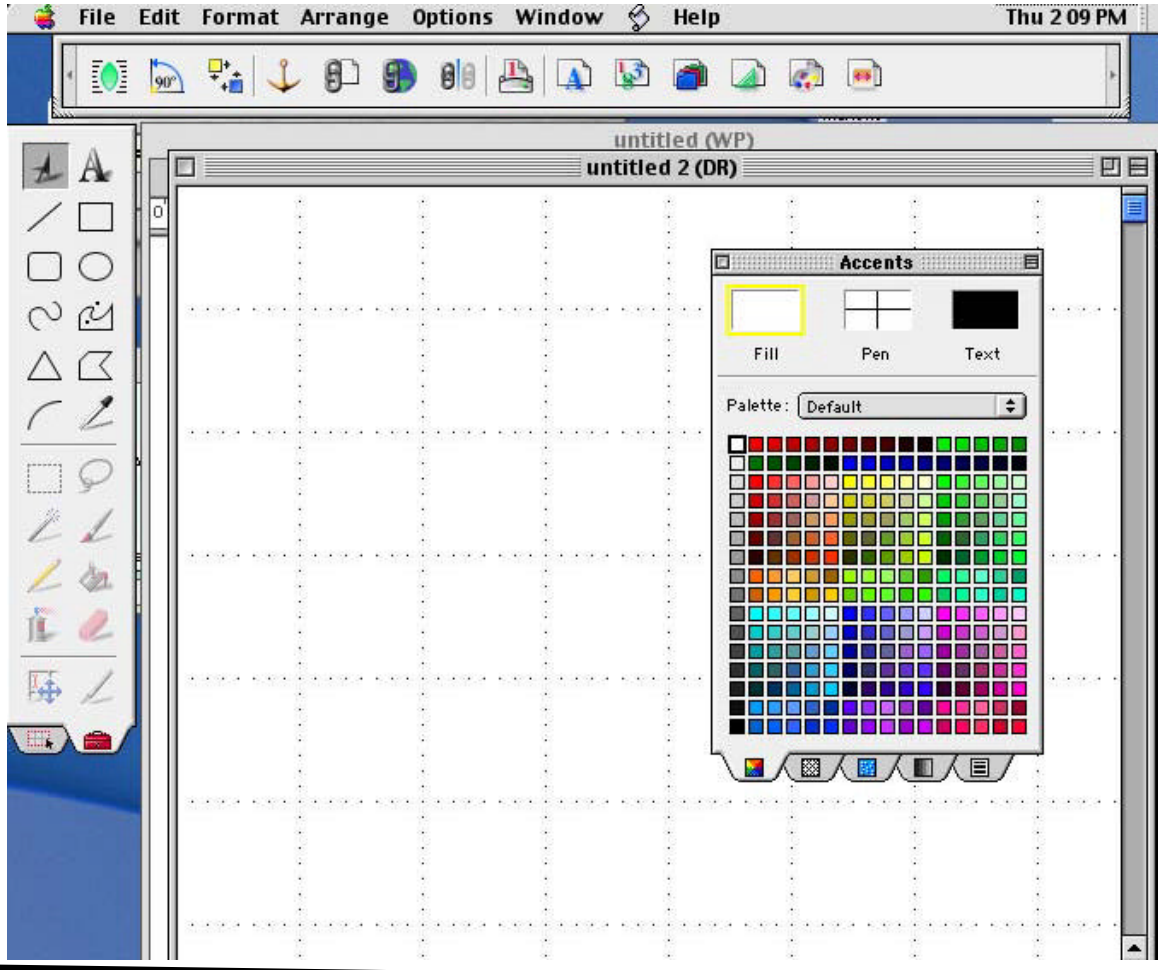

| | |
|---|---|
| Exploring toolbars | 21 |
| Drawing vs. Painting | 21 |
| Draw activities | 22 |
| Draw activity 1 adding text | 23 |
| Return to an application | 25 |
| Draw activity 2 New box sizes | 26 |


# Drawing (DR)

To access Drawing click on the Drawing icon on the top toolbar.

You can use the AppleWorks drawing capabilities to quickly create everything from simple line drawing to complex page layouts (such as a school newsletters, seating charts, floor plans or flow charts.

The drawing tools enable you to draw shapes (like regular and irregular rectangles, squares, ovals and circles), straight lines, arcs, and simple freehand images. Objects can easily be positioned and repositioned, layered, resized and rearranged.



## Exploring the toolbars

As in the Word Processing and Painting exercises move your mouse arrow over the first icon on the top toolbar.

Continue to move across to see what each icon does.

You will notice that a portion of the side toolbar can not be accessed. This portion can only be accessed within the Painting application.

## When to draw instead of paint: Choosing the right application for the job

(From AppleWorks Web site)

### Drawing is better than painting when:

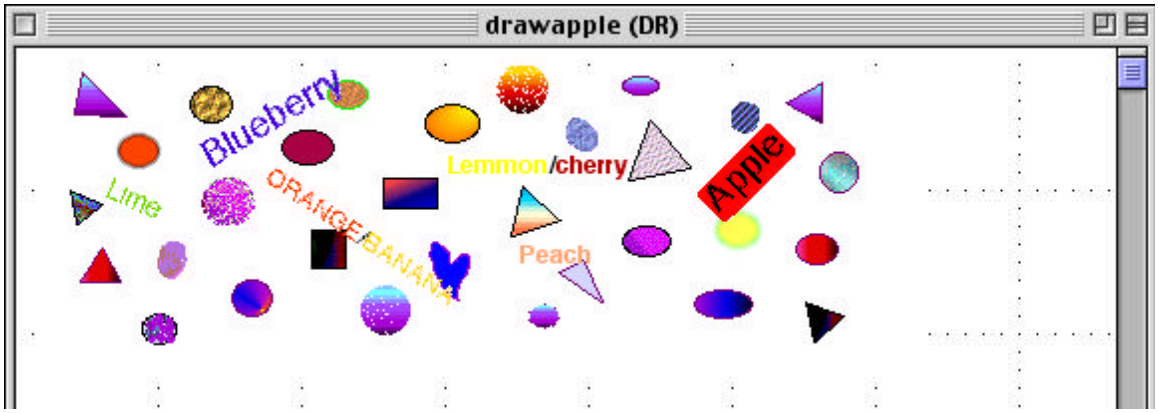
- You want to rearrange layers of objects (in Paint, you cannot move layered items forward or backwards)
- You want to draw shapes, lines and curves, and simple freehand objects (painting is better for more complex freehand images)
- You want to easily re-select and manipulate objects (everything added to a painting becomes part of the overall canvas and is not as easily selected and manipulated)
- You do not need to use painting - only feature, such has blending colour, tinting, lightening or darkening (you can add a painting frame to a drawing document if you need these effects in a portion of your document.

AppleWorks Activity

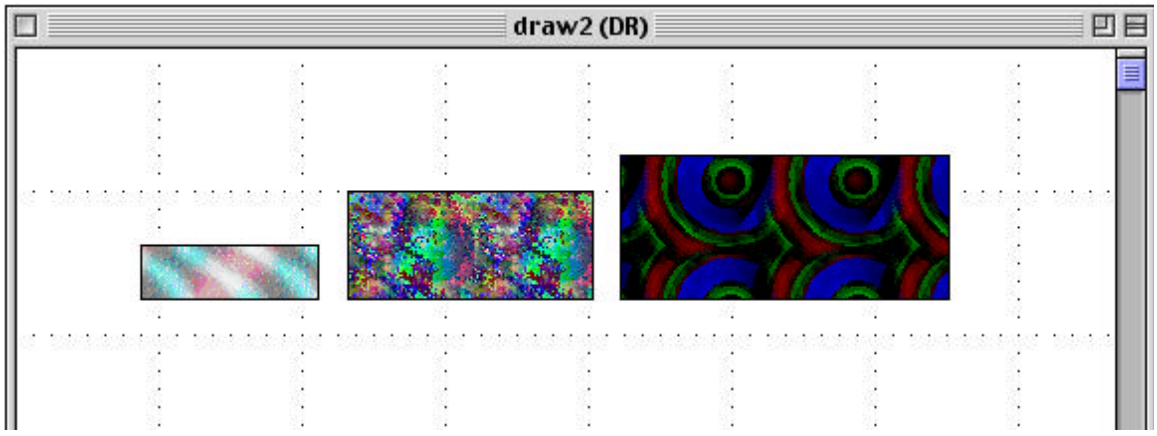
## Activity 3: Drawing

In Drawing you will be doing two activities.

- The first is to add text to the paint image you have just created in Painting. Once completed this image will be copied and paste into your newsletter. (Later in the workshop you will use this image to create a slide for your presentation).




- The second will be to create the boxes for the 'New Box Sizes' section of your newsletter.



## Drawing activity a): Adding text

Now we are going to import the candies you created in Painting into Drawing. You have already copied the image when you were in Painting.

### Paste/import an image

1. Go to 'Edit', select 'Paste'. Paint image appears in Draw.

### Text in Drawing

Suggestion: Type text somewhere below the Painting image. You can position the text on the paint image later.

1. Click on A (side toolbar). This will enable you to write text.
2. Position your cursor where you want the text to be, click the mouse button once. You are now ready to type.
3. Type a flavour for example Lime.
4. When finished typing click on the arrow (side toolbar) or anywhere on the screen to de-activate the text feature.

To type a new word select A again and repeat the above steps.

### Select text (or image)

When text or an image is selected small squares appear surrounding it. This shows the text is selected. You must select the text in order to change the size, colour, etc…

1. To select position the mouse on the text (or image) and click once. The text is now selected.
2. To de-select click elsewhere on the screen. The small squares disappear.

## Modifying text

1. Select text (refer to Select text (or image)).
2. Go to 'Format', select the font, size, style or text colour you want.

You can also change the colour by using Text box on the accents colour pad.

## Repositioning text (or image)

1. Select text (refer to Select text (or image)).
2. Position the mouse arrow over the text.
3. Hold the mouse button down and move the mouse. Position the text to where you want it on the screen.
4. When the text is where you want it release the mouse button.

## Rotating text (or image)

1. Select text (refer to Select text (or image)).
2. Go to 'Arrange', select 'Free Rotate'.
3. Position the mouse on a corner of the text.
4. Hold the mouse button down and rotate the text to the angle you want.
5. When finished de-select the text by clicking anywhere on the screen.

Once you have added all the words you want and have positioned them on the Painting image you are now ready to save this image and copy it into your newsletter.

## IMPORTANT - Save the File

1. Go to 'File', select 'Save As'.
2. Name the file – Appledraw.

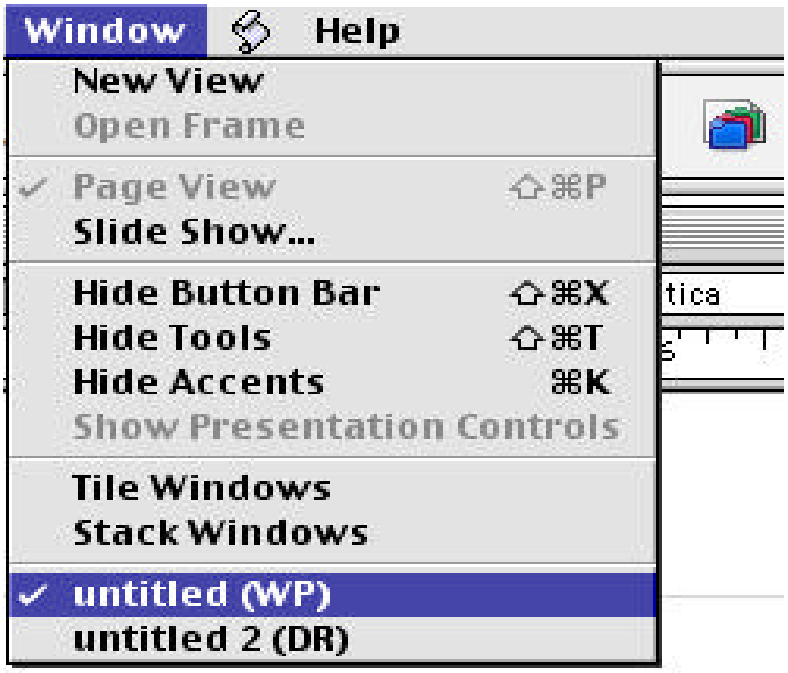
### Copying in draw

1. Go to 'Edit', select 'Select All'.
2. Go to 'Edit', select 'Copy'.

You are now ready to paste this Drawing file (Appledraw) into your newsletter.

### Returning to an application

1. Go to 'Window', select 'Appleword' (the name of your newsletter file in created Word Processing). The Word Processing Appleword document appears.




2. Position the cursor where you want the Candy text image to appear on the page.
3. Go to Edit, select Paste.

Once the candy is paste into the Newsletter file add more text to the Newsletter such as a title for the image etc… (refer to Newsletter).

## Drawing activity b): Creating new box sizes

### Creating a new drawing page

1. Go to File, select New, and select Draw. New Draw page appears.

### Creating boxes

1. Select 'Fill', on the 'Accents colour pad'.
2. Chose a colour, pattern or texture.
3. Click on the rectangle image (side tool bar).
4. Position the mouse arrow where you want the rectangle to be.
5. Hold the mouse button down, and move the mouse.
6. When the rectangle is the size you want let go of the mouse button.

Do the same steps to create more boxes.

### IMPORTANT – Save the File

1. Go to 'File', select 'Save As'.
2. Name the file – Applebox.

### Copying boxes

1. Go to 'Edit', select 'Select All'.
2. Go to 'Edit', select 'Copy.

Now you are ready to paste the boxes in your newsletter file – Appleword.

1. Return to Word Processing file – Appleword (refer to Returning to an application).
2. Position cursor where you want the boxes to appear.
3. Go to 'Edit', select 'Paste'.
4. Once the boxes are pasted in your newsletter add a title to the image and other text if you wish (refer to Newsletter).

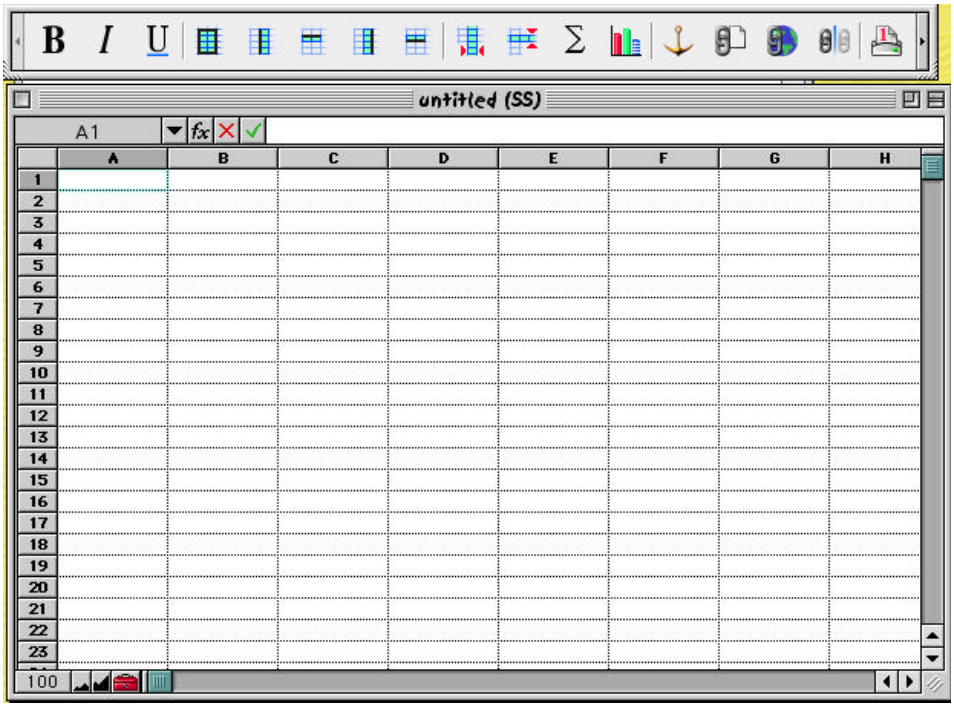
# Spreadsheet (SS)

**Contents**


| | |
|---|---|
| Entering data | 29 |
| Copy contents | 29 |
| Stylizing the spreadsheet | 30 |
| Change cell | 30 |
| Enter currency | 31 |
| Wrap text | 31 |
| Borders and patterns | 32 |
| Working with formulas | 32 |
| Working with charts | 34 |
| Spreadsheet activity | 35 |


Spreadsheet is software used to create spreadsheets. It is best used for number crunching. It will do calculations for you provided that you apply the correct formula. It can be a powerful tool. You need to know how to apply the endless formulas to get the maximum benefit from them. For this project, however, you will be learning a few basics of the program. First, you will start by building a spreadsheet. From this you will then learn to generate a chart or graphic from the data you entered in our spreadsheet.

Basically, spreadsheets are constructed on worksheets that are divided up into a huge grid. Each box of the grid is called a cell. The cell is made up of rows ➔ and columns ➧. The columns are labelled with letters and the rows with numbers. Together they give a cell its address. Cell D5 is found in column D, row 5. The address of the cell you are working in is displayed in the name box next to the left of the 'Formula bar'.



In each cell we can enter numbers or letters or a mixture of each. You can also enter formulas to calculate results based upon the data you enter. The formulas will not be seen in the cells themselves, just the output. Formulas, as well as text and numbers, are entered in the 'Formula bar'. This bar is located above the cell area. You can see the ✕ and ✓ symbols to the left of the 'Formula bar'. While the formulas appear in the 'Formula bar' its result is displayed in the corresponding cell. Data can only be entered in an active cell. To activate a cell you must click on a cell, it will then appear highlighted. Enter the appropriate data for the cell in the 'Formula bar'.

You can enter a formula to produce practically whatever result you may be looking for. For the purpose of this project you will learn to create two basic formulas. You will have to determine the formatting of the formulas to get the necessary results for the project. In the toolbar you will see a ? symbol. This is the 'SUM' symbol. It is a very useful tool for writing formulas.

## Entering data in the spreadsheet

1. Click on a cell.
2. Type Joseé, then 'Enter'.
3. Notice that the word Joseé also appears in the 'Formula bar' above the worksheet. Any text or formulas entered or applied to a cell appear in this 'Formula bar' when the cell is selected/ highlighted.

### To copy contents of a cell

Numbers, text and formulas may be copied from one cell to another.

1. Select the cell we want to copy.
2. When it is highlighted, go to 'Edit' → 'Copy'.
3. Select the destination cell.
4. When it is highlighted, go to 'Edit' → 'Paste'.

You can also use shortcut keystrokes of Apple + X for cut, Apple + C for copy, and Apple + V for paste.

## Stylizing the spreadsheet

There are many features you can add to a cell's formatting to make it interesting. These make the spreadsheet easier to read as well as aesthetically pleasing to read. You can format a cell in regards to its 'Font', 'Size', 'Style', 'Text Colour', 'Alignment', 'Borders', 'Header' and 'Footer'.

- Font-Change the font attributes, much like in Word Processing.
- Size-Change the font size, much like in Word Processing.
- Style-Change the font attributes, much like in Word Processing.
- Text Add-Add colour to a cell or group of cells.
- Alignment-set the alignment of the characters in a cell useful when you need to double the height of a row to allow more than one word in the cell yet maintain the column width. You can select Wrap Text.
- Borders-Add different border styles around cell parameters.
- Header-Add a header to the document.
- Footer-Add a footer to the document.

### To change a cell's height or width

Setting a cell's height or width is an easy task. It is recommended to change the entire row's or column's height or width. There are two ways to do this.

Method One—the 'Auto size' button

1. Click on the grey letter at the top of the column you wish to change. The entire column should be highlighted.
2. Click on the 'Auto size Column' button on the toolbar.

The process is basically the same for changing the height of a row, selecting instead the 'Auto size Row' button.

Method Two—the formatting function

1. Choose 'Format'→ 'Column' → 'Width'.
   A dialog box will open.
2. Enter the appropriate width and click 'OK'.
   The column or row will change to the specified width or height.

### To format a number

The default setting for numbers is ordinal. There is no formatting required when using ordinals.

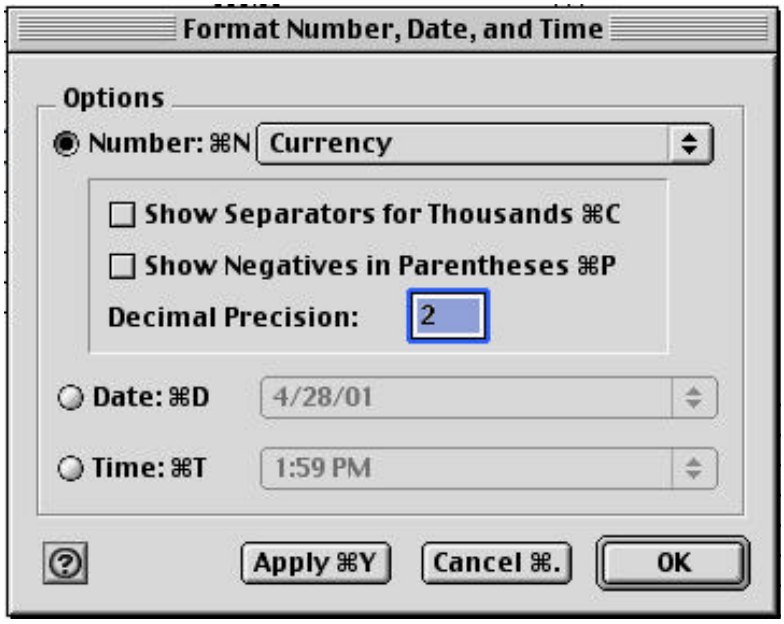
To enter an ordinal:

1. Select the cell in which to enter the number.
2. Key in the appropriate value as indicated.

## To enter currency

Spreadsheet will allow you to format the number as currency to two decimal places. You have to indicate that the numbers are currency.

1. Highlight the number(s) to be formatted as currency.
2. Select 'Format' → 'Number' from the menu bar.
   A dialog box appears.
3. Select the 'Numbers option' and choose 'currency' from the 'Number' drop down menu.
4. Set the Decimal Precision to 2.
   It should look something like this:




## To wrap text

In Spreadsheet you can wrap your text to fit into the confines of your cell's column width. Wrapping is useful when you are required to enter two or more words in one cell while keeping the column width to a minimum. To do this you will have to adjust the row height and apply some alignment formatting to the text in the cell.

1. Highlight the row.
2. Move the curser down slightly till it turns into a crossbar with arrows.
3. Click and drag the crossbar down to expand the height of the row.

### To apply borders and patterns

The process for applying borders and patterns is basically the same.

1. Highlight the cells to be treated.
2. Choose 'Format' → 'Borders' from the menu bar.
3. Make the necessary selections and click 'OK'.
4. The styles will be applied to your page. You can change them as often as you wish.

You can also add borders by selecting the appropriate border from the tool bar.

### To insert additional rows or columns

Spreadsheet allows you to add extra rows or columns to your spreadsheet. Quite often when working with spreadsheets, you leave out a row, column or cell of information. You do not have to begin building the sheet again. Instead you can simply insert additional cells, columns or rows where needed.

1. Choose 'Insert' from the menu bar.
2. Choose either 'Row' or 'Column'.

## Working with formulas

For this project you will have to create two formulas in order to complete the spreadsheet correctly. These formulas are straightforward.

Formula One—Total value of candies sold
To find out the total value of candies sold we multiply the number of candies sold by the price per unit. So, in this example,

1. In the 'Formula bar' enter: =C2*.50.
2. Click on 'Enter'.
   The product appears in B2.

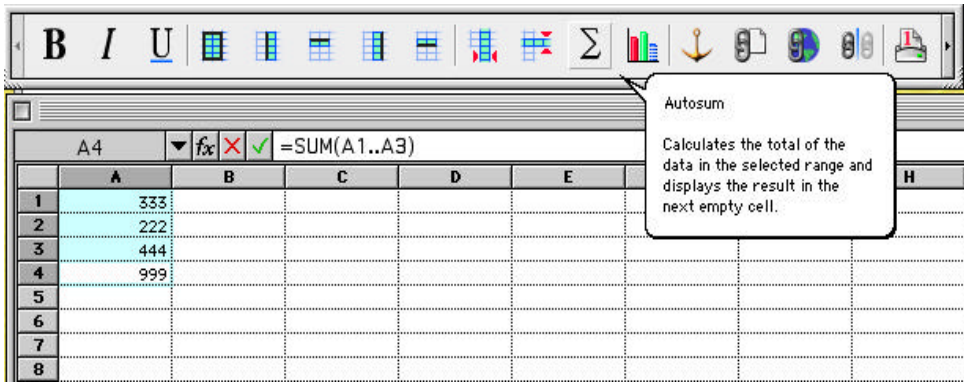
This may seem a little backwards. Normally, you would work from left to right. However as you want to select only two columns of data later for your chart, AppleWorks required that you select neighbouring columns.

Formula Two—Sum of a column or row

To find the sum of a row or column of numbers with Spreadsheet is very simple.

1. Highlight the cells you wish to add, ending up at the last cell where the sum is to be located.
2. So if you want the total in B9, click there.
3. Highlight the rest of the numbers in that column by dragging the curser upwards.

The formula for the function will be entered in this cell, as well as the sum.




5. Click on the ? (sum) button.
6. Confirm that the correct cells for which you want a sum are indicated.
   They will appear in the following manner: =SUM (B2..B8) in the Formula bar. What this means is that you want to find the sum of all items found beginning with cell B2 down through to cell B8. The answer will appear in the cell you have highlighted and the formula will appear in the formula bar.
7. If the formula is correct, select 'Enter'.
   The total (sum) will appear in the cell.

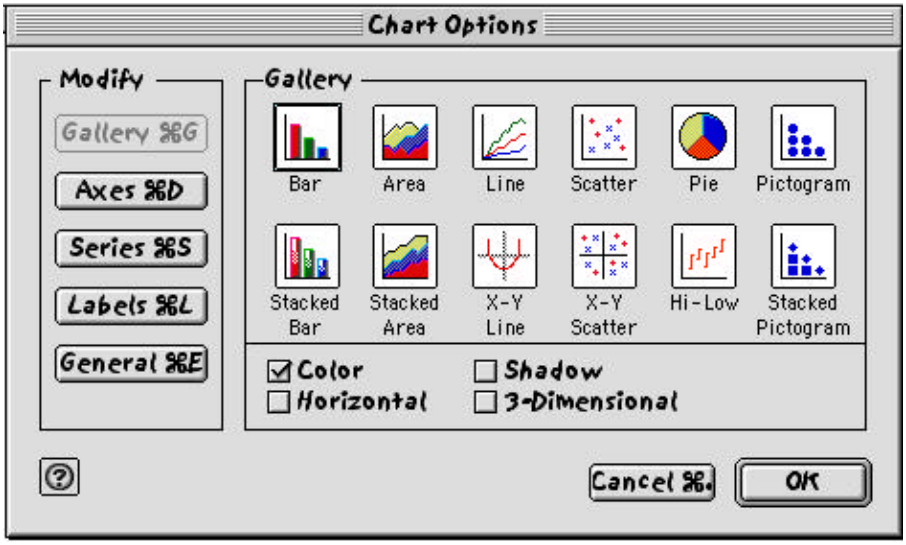
## Working with Charts

Spreadsheet is great for creating charts based on the data you have entered. Charts can be very handy when you want to see the bottom line or a summary of your data. Many people find it confusing to look at a long list of numbers and try to give it some meaning. Charts and graphs let you analyze your data quickly, thereby giving you an efficient and accurate way of analyzing the bottom line.

### Creating a chart

1. Select the cells you wish to include in your chart by highlighting them.
2. Click on the 'Chart Wizard' button.

   A dialog appears. This is the 'Chart Wizard'.




3. Work through the 'Chart Wizard' dialog making your selections. Enter any necessary text when asked. As you enter the information for your labels, X-axis and Y-axis, Spreadsheet will show you a preview of the entries made. You should try to arrange them now, as there is more work involved in fixing up mistakes once the chart has been created.
4. Click 'OK'. The chart is inserted in your worksheet.

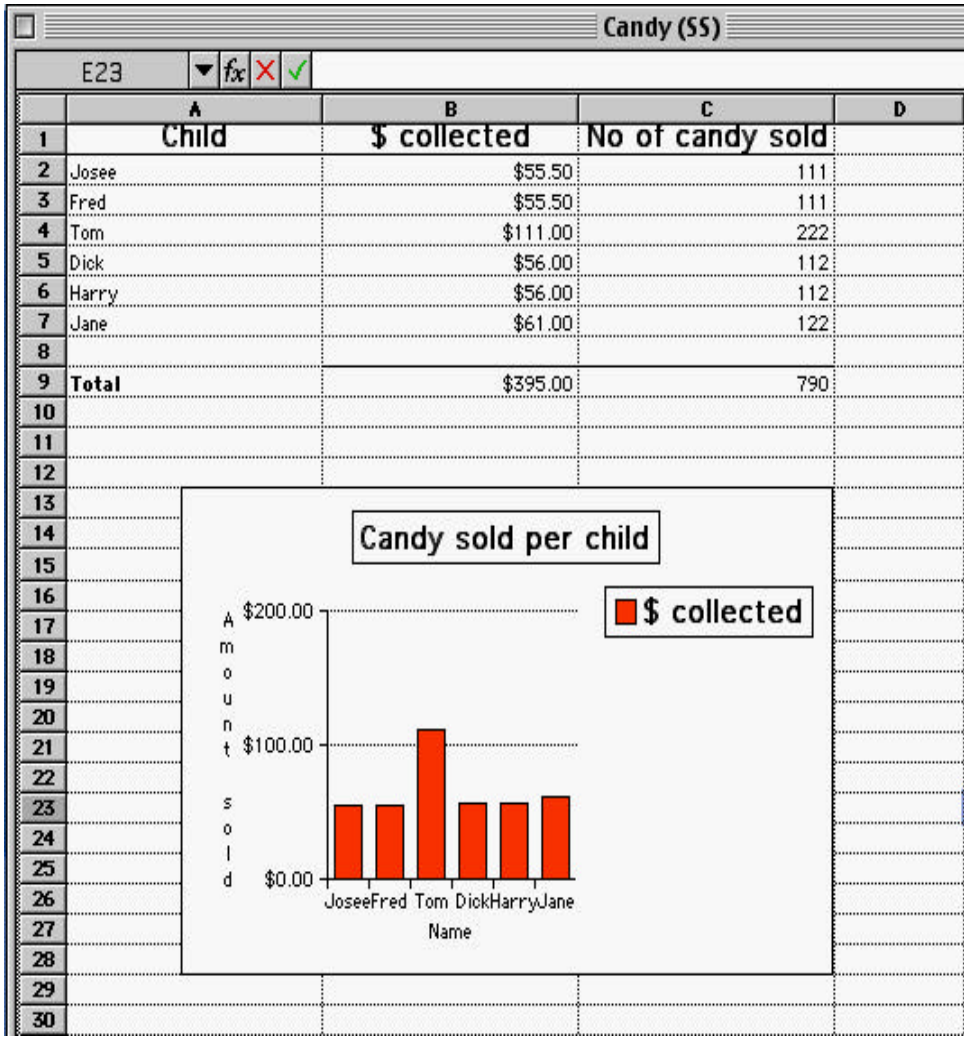
### To change the colour of Bar chart

Go to 'Window' → 'Show Accents' → 'Select' the desired colour / pattern.

AppleWorks Activity

## Activity 4: Creating spreadsheets

Using the instructions and information from the previous pages, construct your spreadsheet. The basic spreadsheet should look like the one that follows. Your chart should resemble the one provided as well.




| | A | B | C | D |
|---|---|---|---|---|
| 1 | Child | $ collected | No of candy sold | |
| 2 | Josee | $55.50 | 111 | |
| 3 | Fred | $55.50 | 111 | |
| 4 | Tom | $111.00 | 222 | |
| 5 | Dick | $56.00 | 112 | |
| 6 | Harry | $56.00 | 112 | |
| 7 | Jane | $61.00 | 122 | |
| 8 | | | | |
| 9 | **Total** | $395.00 | 790 | |

This is the basics of Spreadsheet use. For more examples and explanation, check out the on-line tutorials provided from this workshop.

## Contents

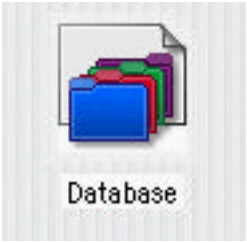

| | |
|---|---|
| Opening a database | 21 |
| Enter data | 23 |
| Database features | 23 |
| Mail merge | 24 |
| Labels | 25 |


# Database

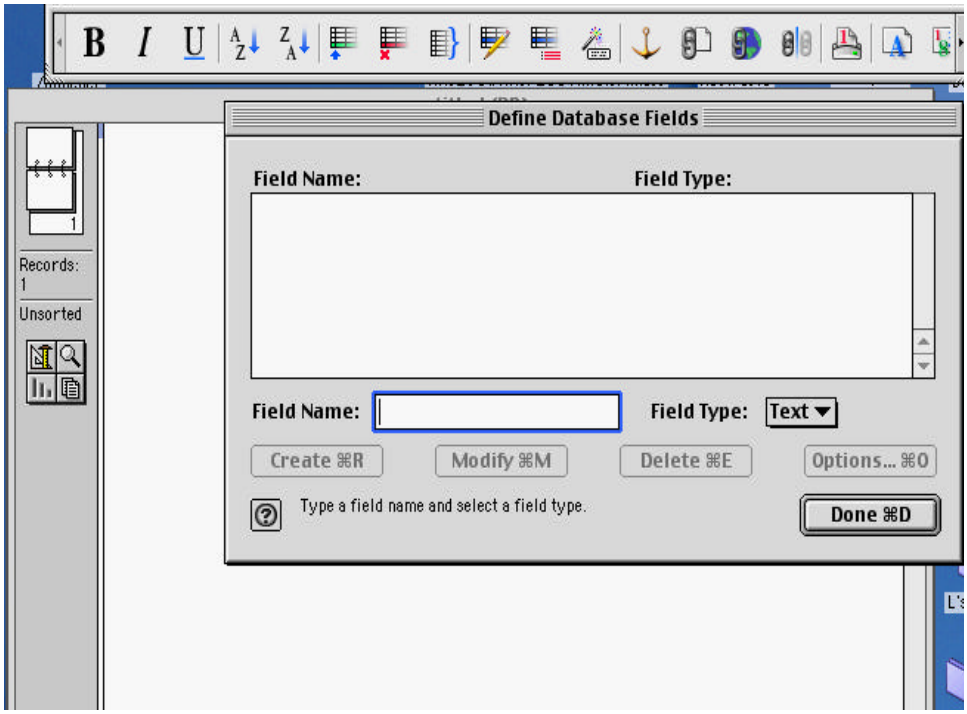
Database allows you to document a collection of items. You can create databases for mailing lists, to record students' grades, to keep an inventory of supplies or of sales for fundraisers. In this workshop you will be introduced to the basics of setting up a database.

## Opening the database application in AppleWorks

1. Choose the 'Database icon' from the 'Starting Points' menu.



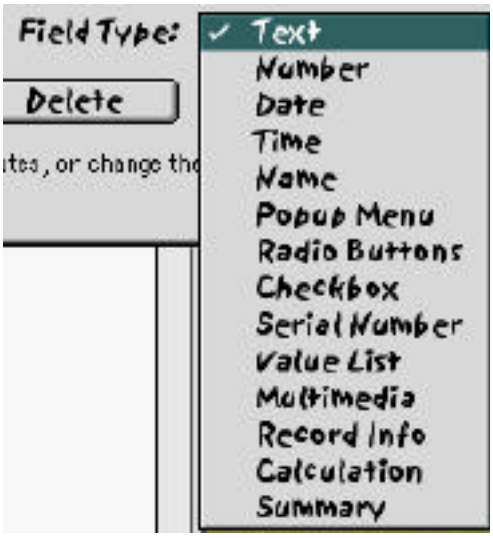

The Database workspace will appear on the screen.



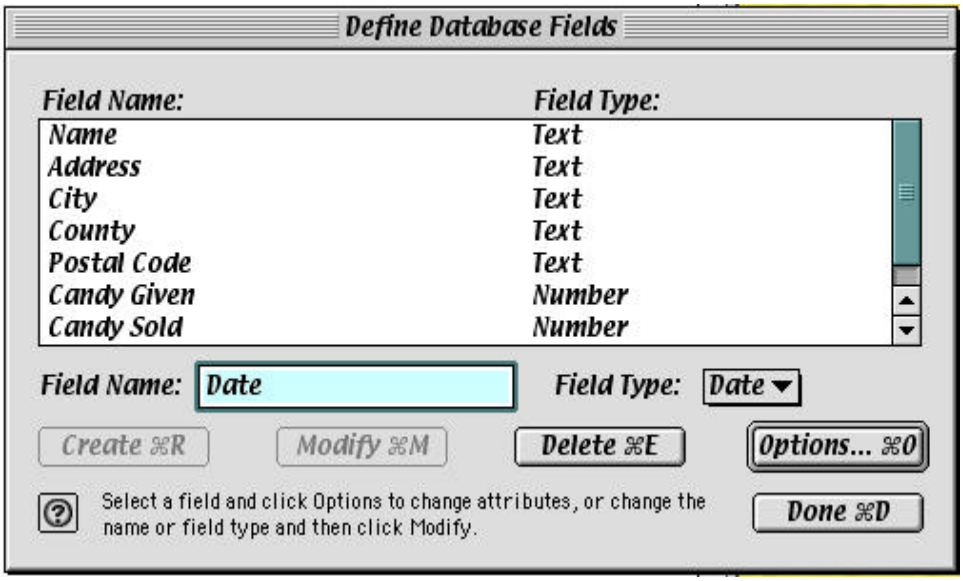
2. Enter a 'field name'.

3. Select a 'field type' from the list.

Continue entering all the field names and types then select 'Done'.



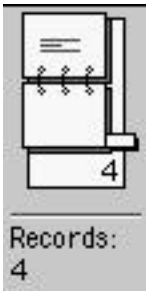

For this example, enter the following field names:




The database fields appear on the working environment.

4. Save the database by going to 'File' → 'Save As…'

## Entering data in your database




1. Click in the first field of the Record.
2. Enter the appropriate data.
3. Click 'Tab' to move through the fields.
4. Enter all the data in the fields for this record.
5. Save your database.

To add a new record in your database:
1. Choose 'Edit' → 'New Record'.
The database will apply a new empty record into which you can add new data.

The record book shows you the total number of records in this database.

### To add a field

Go to 'Layout view' under 'Layout'.
1. Choose 'Layout' → 'Layout'.
2. Choose 'Layout' → 'Define Fields…' A Define Database fields dialog will appear.
3. Enter 'Field name' and 'Field Type'.
4. Click on the 'Create' button.
5. Click 'Done' to update your database.
The Define Database Fields dialog closes and the database is updated.

## Database features

The Database application in AppleWorks offers the following features to assist you in arranging your data:

Layout pop-up menu
Sort pop-up menu

Search pop-up menu
Report pop-up menu

**Layout**: you can revise the placement of fields and other attributed of the records. Changes made are applied to ALL records in the active database.
**Sort**: you can sort the fields of your records in ascending or descending order.
**Search**: you can search for specific variables that you have entered in your database.
**Report**: you can generate a report of the sorts and searches you applied.

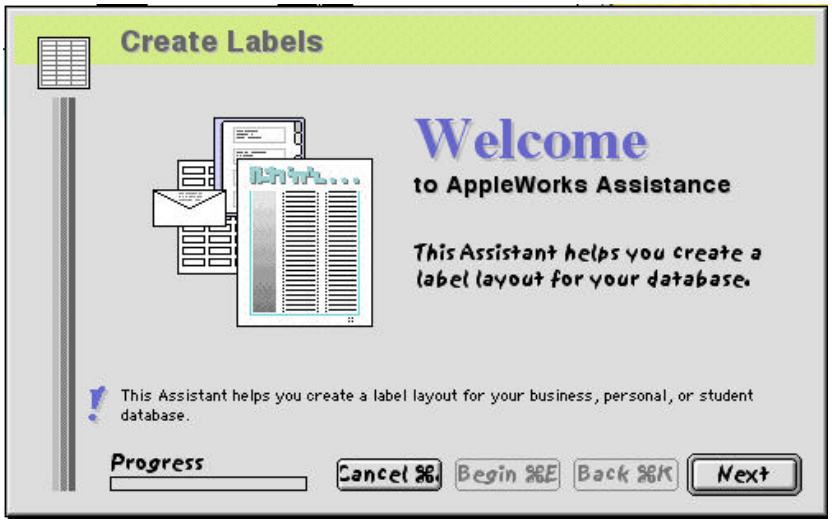
## Creating a mail merge with Database and Word Processing in AppleWorks

To create a mail merge you will need to use the word processing and Database applications in Appleworks. Begin with Word Processing application.

1. Open the 'Word Processing'.
2. Type in the body of your letter in the Word Processing application.
3. Choose 'File ' →'mail merge'.
4. Choose the 'filename' of your database.
   A dialog will appear asking which fields you want to include in the merge.
5. Select the field from the list and choose 'Insert'.
   The fields are inserted in the word processing document.
6. In the word processing application, enter 'Enter' after each field. This will ensure that your address fields appear appropriately as they would for a letter. Otherwise they will be listed horizontally on one line.
7. Click 'Merge…'
   You are asked for your mail merge destination.
8. Make the appropriate choice from the list. (In this example choose Save in a new document.)
9. Click 'Continue'.
10. The database closes and the word processing application reappears.
11. Make any final changes to your mail merge and save or print the merge.

## To create labels for your mail merge using Database

1. Click on the 'Create labels button' on the Database toolbar. The create labels wizard screen will appear.


Create Labels
Welcome
to AppleWorks Assistance
This Assistant helps you create a label layout for your database.
This Assistant helps you create a label layout for your business, personal, or student database.
Progress
Cancel ⌘.
Begin ⌘E
Back ⌘K
Next

2. Make the appropriate choices for your labels on each of the eight wizard screens. The Database application formats your labels on the Database screen.
3. Print your labels by going: 'File' → 'Print…'

This is the basics of Database use. For more examples and explanation, check out the on-line tutorials provided from this workshop.

# Presentation (PR)

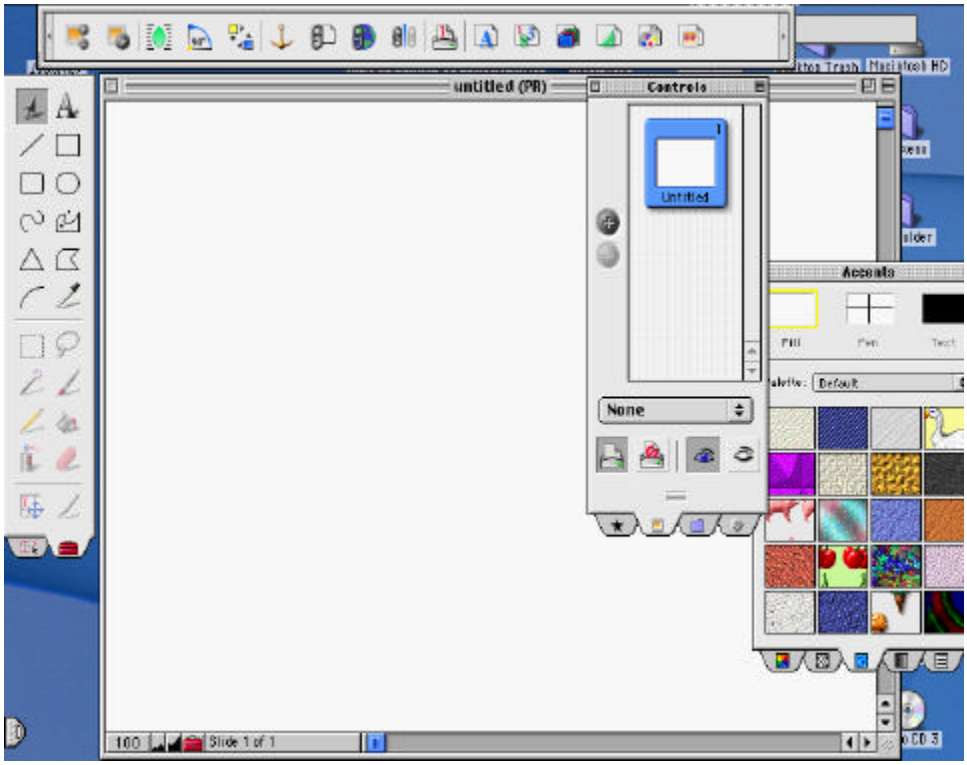
**Contents**


| | |
|---|---|
| Insert background | 42 |
| Add text | 42 |
| Insert item | 42 |
| Adding new slides | 43 |
| Run presentation | 43 |
| Accent window | 44 |
| Controls window | 44 |
| Tools | 45 |
| Presentation activity | 47 |


Presentation allows you to prepare a slideshow of your work. You can include text, images, sound or video in your presentation. Additionally, you can apply many pre-existing stylization features to make your slides attractive. In this workshop you will be introduced to the basics of preparing a short slideshow.

## To open the Presentation application in AppleWorks

- Choose the 'Presentation' icon from the 'Starting Points' menu. The Presentation workspace will appear on the screen.




This application contains two of the same tools found in the painting and drawing application: the 'Tool' pallet and the 'Accents' pallet. Additionally, the Presentation application contains a 'Controls' pallet that is used to control the development and running of your slideshow.

Slides are built by adding layers of objects to the slide. These layers can be rearranged, moved around the screen and may also overlay each other. You will learn more about this as you become more familiar with Presentation. Ideally, you would want to create a slide show in the following sequence: background, title, text, images and sound/video. This is just one suggestion. You do not have to follow it. For this workshop, you will be creating a simple four-slide presentation using images and files you have already developed. It will contain the same information found in your newsletter.

### To insert a background

1. Choose the 'Rectangle tool' from the 'Tool' pallet.
2. Draw a rectangle that fills in the entire screen area. This is all the white space of your working environment.
3. Click on the third tab of the 'Accents' pallet.
4. Choose a background for your slide.
   You will choose a background each time you change or add a new slide.
5. Save your file by going to 'File' →'Save as…'

Note: Be sure to save your presentation with each modification you make to the slides.

### To add text to the slide

1. Choose the 'Text' tool from the Tool pallet.
2. Draw a small rectangle on the screen where you want to place your block of text.
3. Enter the appropriate text.
   This same tool is used to write titles and paragraphs.
4. Change the attributes of the font by going to 'Text' → 'Font' ('Size', 'Style' or 'Colour', depending on the appearance you wish to achieve).

### To insert an item on the slide

1. Click on the slide screen where you wish to insert a file (image, sound or video).
2. Choose 'File' →'Insert…' from the menu bar.
   A dialog will open.
3. Choose the file you wish to insert into your slide.
4. Click 'OK'. The item appears on your slide.
5. Adjust the position/size of the item as necessary.

## To reposition an item on the slide

1. Click once on the item to be repositioned.
   The item will be surrounded by a broken line and six hangers.
2. Click and drag the item to the desired position.
3. Release the mouse.

Continue adding items to your slide until you have constructed it as desired.

## To add a new slide to the presentation

1. From the 'Control' pallet, click on the '+' button.

   A new slide is added to the list and a new blank slide screen appears on the screen.

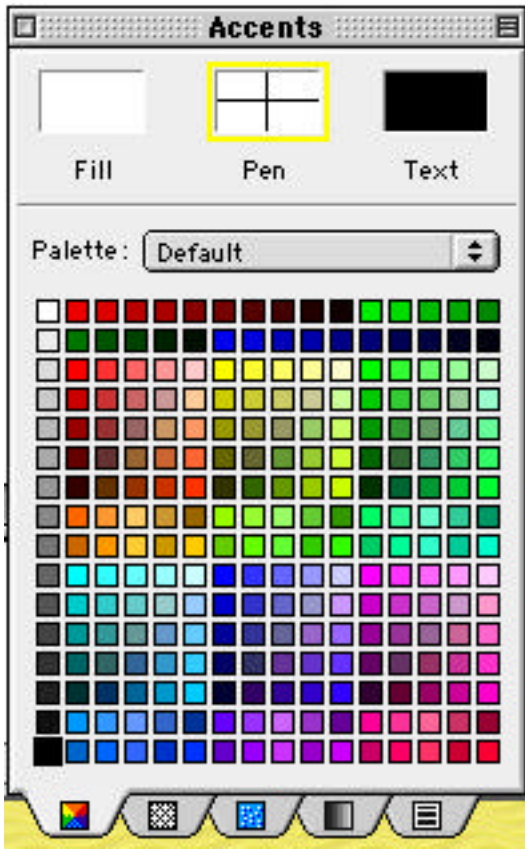
2. Insert the desired background, text, images, audio and video as described above.

## To run the presentation

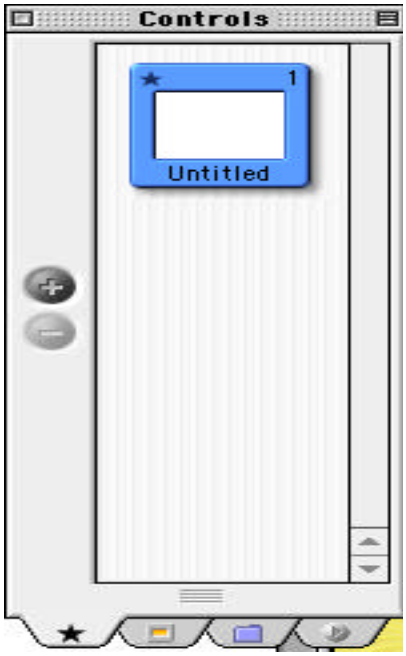
1. Choose the fourth tab of the Control pallet.
2. Verify the settings of the Slide Options.
3. Verify the settings of the Movies and Sounds
4. Click on the play button.
   The slide show will play in full.

Press ESC on the keyboard to end the presentation prematurely.

## Presentation accents window




## Presentation controls window



# Presentation tools

Arrow pointer

Text tool

Rectangle tool

Line tool

Oval tool

Rounded rectangle tool

Freehand tool

Bezier tool

Regular polygon tool

Polyogon tool

Arc tool

Eyedropper

Selection rectangle tool

Lasso

Magic wand

Paint brush

Pencil

Pint bucket

Spray can

Eraser

Table editing tool

Cutter tool

## Presentation tools

Arrow pointer

Text Tool

Spreadsheet Tool

Paint Tool

Table Creation Tool

AppleWorks

Activity

## Activity 5: Creating a presentation

Using the images you created in Drawing, Painting, the chart from Spreadsheet and the text from Word Processing, create a four-slide presentation of the candy sales campaign. Feel free to insert any other items or arrange the slides as you wish.

These are the basics of Presentation use. For more examples and explanations, check our the on-line tutorials provided with this workshop.

# Welcome to our Annual Fundraiser

**Candies for all**

This year we have New Candy flavors and New Box sizes of assortedCandies to sell.

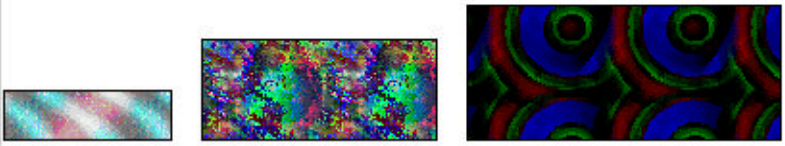
- This year we have New Candy flavors and New Box sizes of assortedCandies to sell.
- This year we have New Candy flavors and New Box sizes of assortedCandies to sell.
- This year we have New Candy flavors and New Box sizes of assortedCandies to sell.
- This year we have New Candy flavors and New Box sizes of assortedCandies to sell.

## New Candy Flavors

**Welcome to our Annual Fundraiser - Candies for all**

This year we have New Candy flavors and New Box sizes of assortedCandies to sell. This year we have New Candy flavors and New Box sizes of assortedCandies to sell.

## New Box Sizes

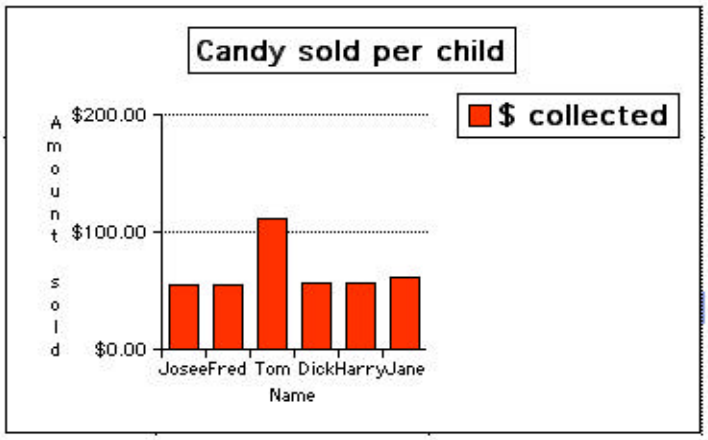


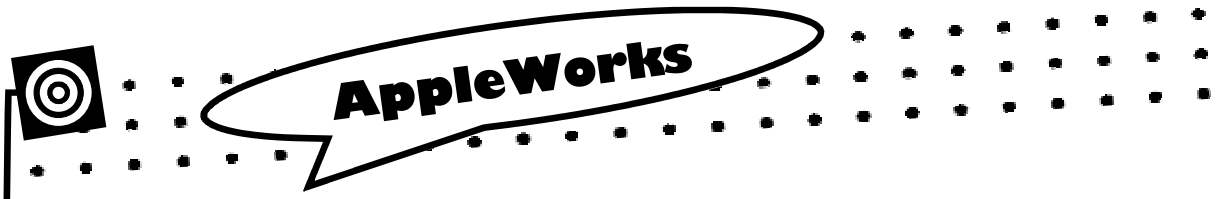
**with a choice of 6, 12 or 24 assorted Candies**

This year we have New Candy flavors and New Box sizes of assortedCandies to sell. This year we have New Candy flavors and New Box sizes of assortedCandies to sell.

## Proceeds of Candy Sales

To Date, the following funds have been raised from the candy sales:






# Trainer Notes

## Workshop development tips

Preparing your own training workshops, some suggestions and things to remember.

## Technology

- Are all the computers your learners will be using running properly?
- Is the appropriate software loaded onto the computers in your computer lab?
- Is the software application easy to access and open?

A good way to learn software is to play with it by experimenting and trying everything the application has to offer. The more comfortable you are with the software the easier it will be for you to facilitate computer training.

When developing your workshops try to determine what your learners know and understand about computers. For example, how much experience have they had with computers, and what applications have they used. Are your Learners:

- Familiar with the menu bar, drop down menus.
- Able to size windows, make them larger or smaller.
- Able to move windows around the desktop.
- Able to open and close windows.

Knowing your learners' level of computer skills will help you to design appropriate training workshops.

## For your presentation

- Will you need overheads?
- Will you need handouts?
- Have the computer activities been planned out?

When presenting using technology always try everything out before the training/in-class session by going through all the steps, procedures and activities you want your learners to do. This will ensure that things will run smoothly and let you know if some tasks are too difficult or might not be clear for your learners.

If you are training people and are unable to determine their level of computer experience before you deliver your workshop, always ask at the beginning of the session what their experience is. If, for example, they have very little experience then you know that you will have to go over very basic computer functions before explaining more complex things.

## Resources

Below are some web sites that can help you to learn more about AppleWorks and provide ideas on how to use the software within your school.

### AppleWorks Web Site

Check out this web site for tutorials, tips, free stuff, product information, and updates.
http://www.apple.com/appleworks/

### Macintosh Computer Tips

This site is dedicated to helping less experienced computer users make the most of their Macintosh or iMac computer. Learn about the many customizable features of your Mac. AppleWorks/ ClarisWorks Tutorials offer step by step directions on how to create projects that compliment and ease your publishing, organizing, calculating and teaching efforts. Also has links to some helpful articles.
http://home.earthlink.net/~ohora/index.html
http://home.earthlink.net/~ohora/MacintoshTips.html

## Apple Learning Exchange

This site has information, graphics etc… on Teacher tools, Science, Math, Language Arts, Social Studies, Sports, Classroom ideas, and Clip art.
http://ali.apple.com/ali_appleworks/templates.shtml

## AppleWorks: Tips for Educators

Learn how to get the most from AppleWorks using these great tips and tricks from the AppleWorks product manger and educators.
http://www.apple.com/education/k12/products/appleworks/tips/index.html